

## Hourly Rate Per Assignment

**PA30, CAT2**

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/28/05	Dorie Schmeling	Draft
4/29/05	Rena Cawyer	SME Review
5/4/05	Heather Hanson	Training Review
5/5/05		Agency Review
5/24/05		Testing Review
9/1/05	Todd Jenkins	SME Review
9/9/05	Chylynn Hansel	Edits
10/04/06	Lesa Terry	Edits

### Purpose

Use this procedure if an employee is eligible to work a position other than the one recorded on the **Organizational Assignment** (001) infotype.

### Trigger

Perform this procedure when an employee is eligible to work at different rates of pay.

### Prerequisites

- Position is entered on **Hourly Rate per Assignment** (0554).
- Time is earned and needs to be entered into CATS.

### Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain










Human Resources → Time Management → Time Sheet → CATS Classic → Record Working Times

### Transaction Code

**PA30, CAT2**

### Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

## Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.



Steps 1-6 are for creating the **Hourly Rate per Assignment** (0554).

Steps 7 – 22 are for entering the time worked into **CATS**.

## SAP Easy Access

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. 90000516

Name Test Mary

PersArea 1050 Office of Financial Mgmt EESubgroup 04 Permanent

PSubarea 0001 Non Represented EESubgroup 04 M-OT Elig>Daily Sche Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E...

Actions:

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Contract Elements

Date Specifications

Family/Related Person

Period

Fr. To

Today Curr.week

A11 Current month

From curr.date Last week

Up to Today Last month

Current Period Current Year

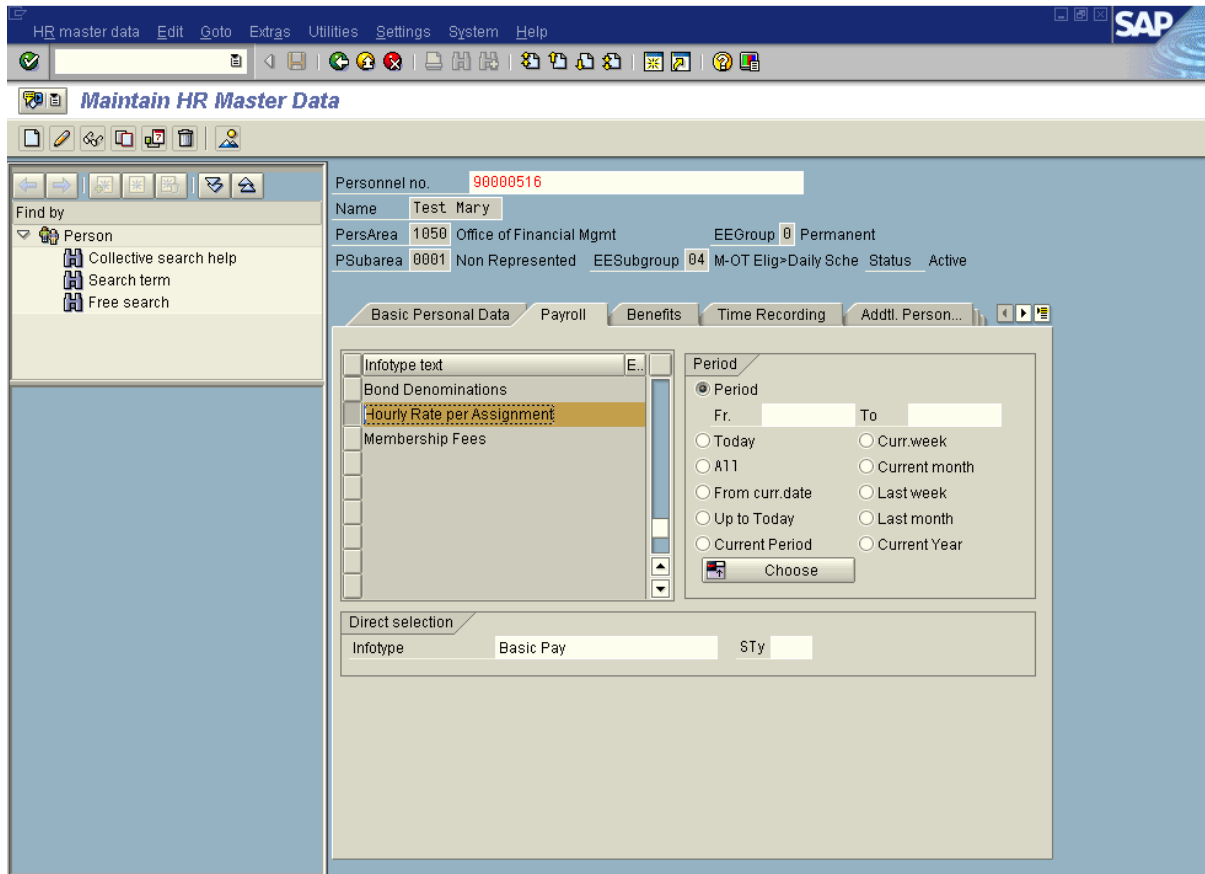
Choose

Direct selection

Infotype STy

2. Click the gray box to the left of **Hourly Rate per Assignment** to select.

## Maintain HR Master Data



The screenshot shows the SAP 'Maintain HR Master Data' window. The title bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main window is titled 'Maintain HR Master Data' and contains a left-hand navigation pane and a main data entry area.

**Left-hand navigation pane:**

- Find by
- Person
- Collective search help
- Search term
- Free search

**Main data entry area:**

Personnel no. 90000516

Name Test Mary

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 M-OT Elig>Daily Sche Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E..

Bond Denominations

Hourly Rate per Assignment

Membership Fees

Period

Fr. To

Today Curr.week

All Current month

From curr.date Last week


Up to Today Last month

Current Period Current Year

Choose

Direct selection

Infotype Basic Pay STy

3. Click  (Create) to create a new record.

**Title: Hourly Rate Per Assignment**  
**Processes :**  
**Sub-Processes :**

HRMS Training Documents

## Create Hourly Rate per Assignment (0554)

**Create Hourly Rate per Assignment (0554)**

Personnel No. 90000516 Name Test Mary

PersArea 1050 Office of Financial Mgmt EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 M-OT Elig>Daily Sche Status Active

Start 10/04/2006 to 12/31/9999

**Hourly Rate per Assignment**

Assignment ☒


Object type S

Position ☒

Valuation basis ☒ USD

Cost assignment N Standard cost assignment



### 4. Complete the following fields:

Field Name	R/O/C	Description
<b>Start</b>	R	<p>The first day of the pay period.</p> <p> Use the first day of the pay period even if the employee was not eligible until a later date in the same pay period. For example, the employee was not eligible until 10/11/06 but you would use a start date of 10/01/06 on this infotype.</p> <p><b>Example:</b> 10/01/2006</p>
<b>Assignment</b>	R	<p>The number of additional positions entered for this employee.</p> <p><b>Example:</b> 1st Assignment</p>
<b>Position</b>	R	<p>The type of position associated with this assignment number for this employee.</p> <p><b>Example:</b> Office Assistant 3</p>

State of Washington HRMS

**File name:** HOURLY\_RATE\_PER\_ASSIGNME  
**Version:** SME Approved Script  
**Last Modified:** 10/11/2006 7:45:00 AM  
 NT.DOC  
**Reference Number:**

SAP Parent  
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Field Name	R/O/C	Description
Valuation basis	R	<p>The semi-monthly pay amount.</p> <p> This employee has a <i>monthly</i> work schedule so the valuation is based on their semi-monthly rate of pay. Use <b>Basic Pay (0008)</b> to find the salary amount.</p> <p> If the employee has an <i>hourly</i> work schedule the valuation is based on their hourly rate of pay. Use <b>Basic Pay (0008)</b> to find the salary amount.</p> <p><b>Example:</b>      1,206.50</p>

- 4.1** In the **Assignment** field, click  (Dropdown) to select from the drop-down list.

**Example:**      1st Assignment

- 4.2** In the **Position** field click  (Matchcode) to open the selection list.

## Choose Position

Name	ID	Code	Valid from	Val...
Staff assignments along organizations				
▶ <input type="checkbox"/> A/D FIELD OPERATIONS	O 30000568	411	01/01/2005	Unlir
▶ <input type="checkbox"/> Accounting	O 30004983	ACT	01/01/2005	Unlir
▶ <input type="checkbox"/> ACCOUNTING	O 30007498	S*AA1	01/01/2005	Unlir
▶ <input type="checkbox"/> ACCOUNTING UNIT	O 30005741	E*BB1	01/01/2004	Unlir
▶ <input type="checkbox"/> Acquisition/Leasing	O 30000831	ID20	01/01/2005	Unlir
▶ <input type="checkbox"/> ADABAS Support	O 30000860	ID49	01/01/2005	Unlir
▶ <input type="checkbox"/> ADMIN LAW DIVISION	O 30001340	303	01/01/2005	Unlir
▶ <input type="checkbox"/> ADMIN-ADMIN SUPPT	O 30006257	A30001	01/01/2005	Unlir
OFF ASST 3	S 70089967	3650	01/01/2005	Unlir
▶ <input type="checkbox"/> ADMINISTRATION	O 30001344	401	01/01/2005	Unlir
▶ <input type="checkbox"/> ADMINISTRATION	O 30000675	10	01/01/2005	Unlir
▶ <input type="checkbox"/> Administrative	O 30000311	ADM	01/01/2005	Unlir
▶ <input type="checkbox"/> ADMINISTRATIVE SERVICES	O 30000716	507	01/01/2005	Unlir
▶ <input type="checkbox"/> ADMINISTRATIVE SVCS	O 30000493	AB	01/01/2005	Unlir
▶ <input type="checkbox"/> ADMISSIONS	O 30006525	R2	01/01/2004	Unlir
▶ <input type="checkbox"/> ADSA DDD R1 LAKE LAND VILLAGE	O 30004583	ADSADDD R1...	01/01/2005	Unlir
▶ <input type="checkbox"/> ADSA DDD R5 RAINIER SCHOOL	O 30004580	ADSADDD R5...	01/01/2005	Unlir
▶ <input type="checkbox"/> ADSALONGTERM CARE HQ MANA	O 30012192	ADSALTCHQ...	01/01/2005	Unlir
▶ <input type="checkbox"/> ADSALONGTERM CARE REG5 HO	O 30012434	ADSALTCHQ5...	01/01/2005	Unlir
▶ <input type="checkbox"/> AGRICULTURAL ENG UNIT	O 30007318	E*AC1	01/01/2005	Unlir

**4.3** Click to expand the assignment list and select the position.

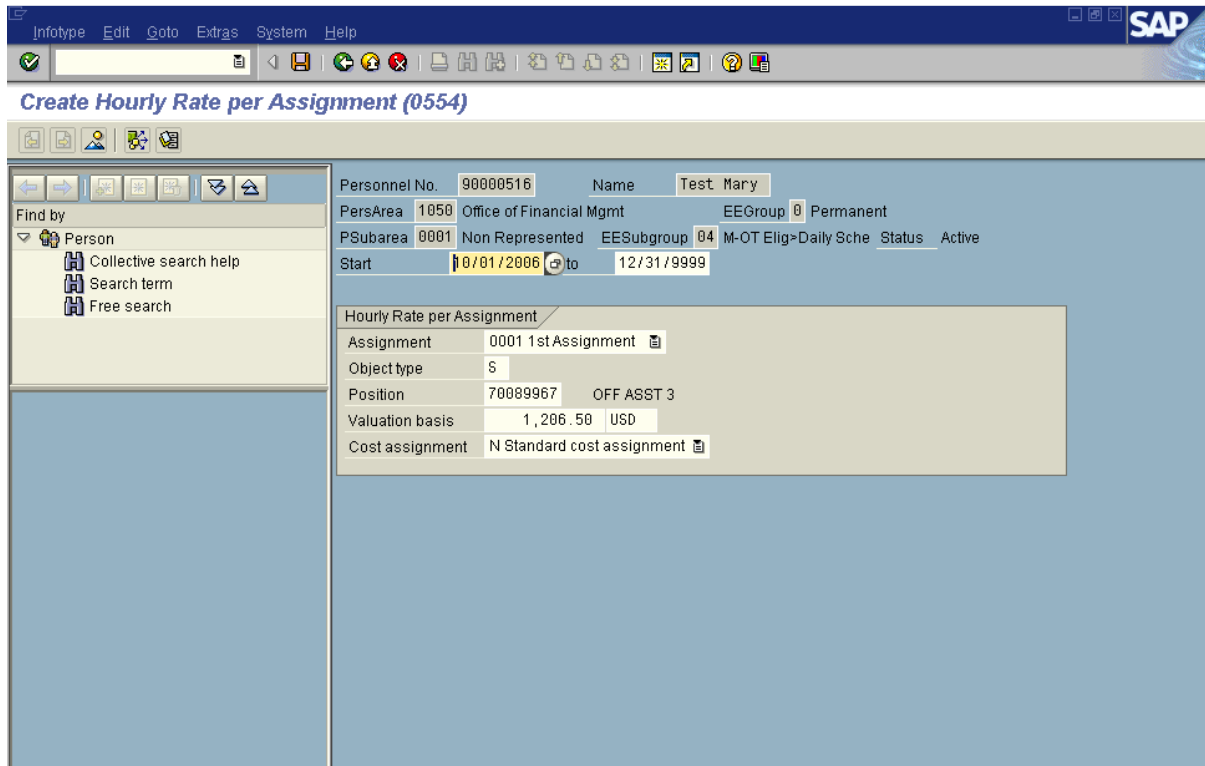
**4.4** Click (Continue) to accept.

**4.5** In the **Valuation basis** field, enter the semi-monthly pay amount.



If the employee has an hourly work schedule, enter the hourly amount.

## Create Hourly Rate per Assignment (0554)



Infotype Edit Goto Extras System Help

**Create Hourly Rate per Assignment (0554)**

Personnel No. 90000516 Name Test Mary

PersArea 1050 Office of Financial Mgmt EEGGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 04 M-OT Elig>Daily Sche Status Active

Start 01/01/2006 to 12/31/9999

**Hourly Rate per Assignment**

Assignment 0001 1st Assignment

Object type S

Position 70089967 OFF ASST 3

Valuation basis 1,206.50 USD

Cost assignment N Standard cost assignment

5. Click  (Enter) to validate.
6. Click  (Save) to save.




**Title: Hourly Rate Per Assignment**  
**Processes :**  
**Sub-Processes :**

HRMS Training Documents

## Maintain HR Master Data

The screenshot shows the SAP HR Master Data transaction. The command box at the top left contains the transaction code `/ncat2`, which is highlighted with a red rectangle. The main screen displays the 'Display HR Master Data' window for personnel number 90000516. The 'Infotype text' list on the left includes 'Hourly Rate per Assignment', which is selected with a green checkmark. The 'Period' section on the right shows options for 'Today', 'Curr. week', 'A11', 'Current month', 'From curr. date', 'Last week', 'Up to Today', 'Last month', 'Current Period', and 'Current Year'. The 'Direct selection' section at the bottom shows 'Basic Pay' and 'STy'.

7. In the **Command** box, type `/ncat2` and then click  (Enter) to start the transaction.

State of Washington HRMS

**File name:** HOURLY\_RATE\_PER\_ASSIGNME  
**Version:** SME Approved Script  
**Last Modified:** 10/11/2006 7:45:00 AM  
**Reference Number:** NT.DOC

SAP Parent  
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## Time Sheet: Initial Screen

**Time Sheet: Initial Screen**

**Data Entry**

Data Entry Profile: SOW-2      State Of Washington - W/Out Financial Distributio

Key date: 10/04/2006

**Personnel Selection**

Personnel Number: 90000516      TEST, MARY

8. In the **Data Entry Profile** field, click  (Matchcode) to open the selection list.

## Data Entry Profile (1) 10 Entries Found

Prof.	Text
CATS/ALL	All CATS fields (Release & Approval required)
ESS	ESS default profile
HR/CO	Data entry for HR & CO (No release/approval req)
HR/PM	Data entry for HR & PM (Approval required)
HR/PS	Data entry for HR & PS (Approval required)
HR-ONLY	Profile for HR-only installation
SOW	State Of Washington - HR - Time Entry Profile
SOW-1	State Of Washington - with Financial Distribution
SOW-2	State Of Washington - W/Out Financial Distribution
SOW-IMED	

10 Entries Found

9. Perform one of the following:

If	Then
The entry <b>will</b> require a change in the financial accounting structure	Click <b>SOW-1 State Of Washington – with Financial Distribution</b>
The entry <b>will not</b> require a change in the financial accounting structure	Click <b>SOW-2 State Of Washington – W/Out Financial Distribution</b>

**Example:**

SOW-2 State Of Washington - W/Out Financial Distribution

10. In the **Personnel Number** field, enter the employee's personnel number.



## Time Sheet: Initial Screen

**Time Sheet: Initial Screen**



**Data Entry**

Data Entry Profile: SOW-2      State Of Washington - W/out Financial Distributio

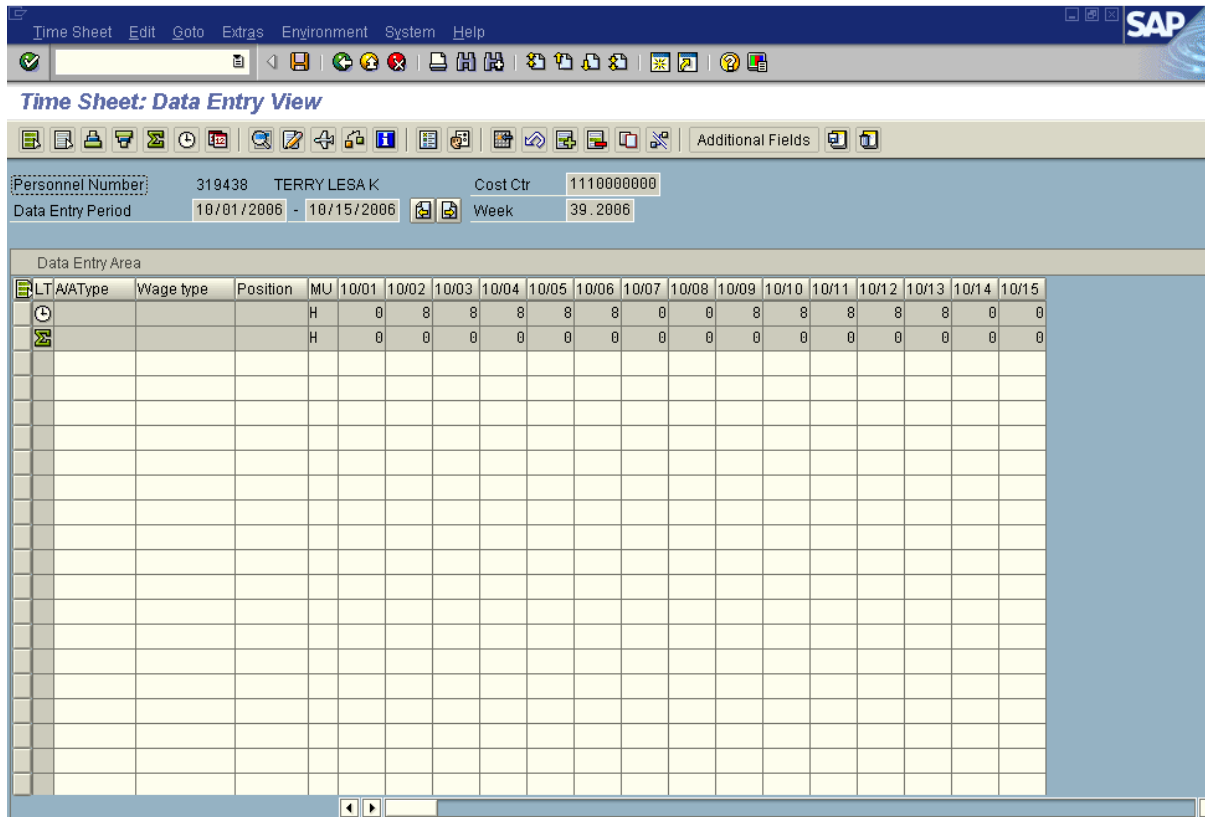
Key date: 09/09/2005

**Personnel Selection**

Personnel Number: 20000384      Test Sally

11. Click  (Enter) to validate.
12. Click  (Enter Times) to continue.

## Time Sheet: Data Entry View




The screenshot shows the SAP Time Sheet: Data Entry View interface. At the top, there is a menu bar with options: Time Sheet, Edit, Goto, Extras, Environment, System, and Help. Below the menu bar is a toolbar with various icons. The main area displays the following information:

- Personnel Number:** 319438 TERRY LESA K
- Cost Ctr:** 1110000000
- Data Entry Period:** 10/01/2006 - 10/15/2006
- Week:** 39.2006

Below this information is a table titled "Data Entry Area". The table has columns for LT, AVType, Wage type, Position, MU, and dates from 10/01 to 10/15. The first two rows are populated with data:

LT	AVType	Wage type	Position	MU	10/01	10/02	10/03	10/04	10/05	10/06	10/07	10/08	10/09	10/10	10/11	10/12	10/13	10/14	10/15
				H	0	8	8	8	8	8	0	0	8	8	8	8	0	0	
				H	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

13. Click in the next empty **Wage Type** field, click  (Matchcode) to open the selection list.

## Wage type (2) 58 Entries Found

Wage type (1) 60 Entries Found				
Restrictions				
WT	Wage Type Long Text	Start Date	End Date	
1036	Delete	01/01/1900	12/31/9999	
1057	Shift Difference-all agys	01/01/1900	12/31/9999	
1060	shift df .50 for all agys	01/01/1900	12/31/9999	
1061	shift df 1.00 all agys	01/01/1900	12/31/9999	
1062	shift df 1.50 all agys	01/01/1900	12/31/9999	
1063	shift df 3.00 all agys	01/01/1900	12/31/9999	
1080	OT shift df .50 all	01/01/1900	12/31/9999	
1081	OT shift df 1.00 all	01/01/1900	12/31/9999	
1082	OT shift df 1.50 all	01/01/1900	12/31/9999	
1083	OT shift df 3.00 all	01/01/1900	12/31/9999	
1165	Extra pay-agency3510/3530	01/01/1900	12/31/9999	
1166	SubstTeach0-4agy3510/3530	01/01/1900	12/31/9999	
1167	SubstTeach4+agy3510/3530	01/01/1900	12/31/9999	
1208	Deceased Current Year	01/01/1900	12/31/9999	
1210	Deceased Subsequent Year	01/01/1900	12/31/9999	
1215	OT Variable Rate	01/01/1900	12/31/9999	
1222	Reg Hours Worked Salaried	01/01/1900	12/31/9999	
1223	Salary Hours Override	01/01/1900	12/31/9999	
1225	Extra Hours Worked-Remove	01/01/1900	12/31/9999	
1226	OT FL 0.1-1.5 All	01/01/1900	12/31/9999	

14. Click **1222 Reg Hours Worked Salaried** to select the wage type. This example is for a monthly employee.



For an hourly employee, the selection list will have wage types that are applicable to hourly employees. Select 1200 Reg Hours Worked Hourly for hourly employees.

15. Click (Copy) to accept.

16. In the **Position** field, type the number of the assignment position.



You must manually enter the **Position** ID number of the position selected in step 4.3.

17. In the **Measuring Unit** field, enter **HR** to select **hours** as the unit of measure for this **Wage type** and **Position**.
18. Enter the time worked in this position for the appropriate days.



Wage type 1222 Reg Hours Worked Salaried (or Wage type 1200 Reg Hours Worked Hourly) is not what pays the employee the time worked. It is the wage type (1222 or 1200) in combination with the Position number that tells HRMS to look at ***Hourly Rate per Assignment (0554)***. Then based on the employee's planned working time, HRMS will first evaluate the hours worked at this position then evaluate the remaining hours for the period at their primary salary.



## Time Sheet: Data Entry View


**Time Sheet: Data Entry View**

Personnel Number: 90000516 TEST, MARY Cost Ctr: 1110000000  
 Data Entry Period: 10/01/2006 - 10/15/2006 Week: 39. 2006

LT	AVType	Wage type	Position	MU	10/01	10/02	10/03	10/04	10/05	10/06	10/07	10/08	10/09	10/10	10/11	10/12	10/13	10/14	10/15
				H	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0
				H	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1222	70089967	HR									8	8					

Data entry view | Release view | Variable view | Entry 0 of 2

19. Click  (Check Entries) to check the information.

20. Click  (Enter) to validate the information.

21. Click  (Save) to save.

22. You have completed this transaction.

### Result

You have entered infotype 0554 for this position and entered hours into CATS.

### Comments